

# BUDGET LETTER

		NUMBER: 18-04
SUBJECT: Out-of-State Travel Requests—Approval by the Governor's Office		DATE ISSUED: March 9, 2018
REFERENCES: Government Code Sections 11032 and 13030, State Administrative Manual Sections 0760-0765		SUPERSEDES: BL 17-03

TO: Agency Secretaries  
Department Directors  
Departmental Budget Officers  
Departmental Accounting Officers  
Department of Finance Budget and Accounting Staff

FROM: The Governor's Office

This Budget Letter reminds state departments, boards, agencies, and commissions of the requirements for fiscal year 2018-19 Out-of-State Travel (OST) blankets and individual OST requests, including travel to foreign countries. This process also applies to employees of the constitutional officers.

The OST blanket has two separate components, both of which need to be sent to the Governor's Office by no later than **May 15, 2018**. The first component should only include trips that meet specific mission critical criteria (defined below) and will only require approval from the Department Director **and** the Agency Secretary (or a commensurate level). To help track trips related to AB1887, please include a separate section within the mission critical component for trips to states listed on the Attorney General's prohibited state travel website at <https://oag.ca.gov/ab1887>.

The second component is to include trips that are discretionary but your agency believes represent a benefit to the state and should be considered for approval by the Governor's Office. Please review the criteria carefully. If a trip provides a benefit but is not required, then it falls into the discretionary category. Remember, there is no discretionary travel to prohibited states.

Each trip listed in the Mission Critical section should contain the following information:

- Purpose of the trip and mission critical criteria it meets.
- Destination.
- Projected cost of the trip and the source of funding.
- Number of travelers and role of each traveler.
- Separate section for AB1887 trips.

Each trip listed in the Discretionary section must contain the following information:

- Purpose of the trip and an explanation why it is in the best interest of the state.
- Destination.
- Projected cost of the trip and the source of funding (use fund name as shown in the Governor's Budget).
- Number of travelers and role of each traveler.
- Impact if the trip is denied.
- Impact of the traveler's absence on regularly assigned duties.

**Mission critical criteria (AB1887 travel must meet one of these):**

- Enforcement responsibilities (this includes only actual enforcement activities, not training or meetings).
- Auditing.
- Revenue collection.
- A function **required** by statute, contract, or executive directive.
- Job-required training necessary to maintain licensure or similar standards **required** for holding a position.
- Equipment inspection as **required** by a contract.
- Meetings or training **required** by a grant or to maintain grant funding.
- Litigation related (depositions, discovery, or testimony).
- Requests by the Federal Government to appear before committees.

All OST blankets must be submitted to the Governor's Director of Operations by **May 15, 2018**. This deadline provides adequate time to review and approve OST blankets, and should prevent travel disruptions by reducing the need for departments to submit individual trip requests for travel already included in a blanket that has not yet been approved. Hard copy paper submission (no electronic versions accepted) of your OST blanket must include as a coversheet the most recent version of the Blanket Approval for Out-Of-State Travel Form STD. 260, which can be found on the Department of General Service's website.

Departments are required to submit individual OST requests when any of these criteria apply:

- 1) A department's OST blanket has been submitted but not yet approved by the Governor's Office.
- 2) Need to add persons to a trip listed in the approved travel blanket.
- 3) The cost of a trip approved in a travel blanket will increase by more than 10%.
- 4) The trip is not covered by SAM Section 0762.
- 5) The trip involves travel to high profile locations such as Hawaii, Alaska, territorial possession, or foreign countries.
- 6) Mission critical trips not included in the FY18/19 travel blanket to states covered under AB1887.

You must submit individual trip requests on the most recent version of the OST Approval Request Form STD. 257, which can be found on the Department of General Service's website. These requests must include a cost breakdown of the trip and fund source clearly identified (no acronyms). Requests must be routed through your agency and received by the Governor's Director of Operations at least 14 days before travel is scheduled to begin. Individual requests should be submitted electronically to the Governor's Office at [ostrequest@gov.ca.gov](mailto:ostrequest@gov.ca.gov).

If departments do not adhere to this timeframe and if the forms are not filled out accurately and completely, the request may be denied and individual employees will not be reimbursed for travel costs or may be subject to other consequences. Please refer to SAM Section 0761, 0764 and Government Code Section 13030 for additional information regarding non-compliance with OST requirements.

Please submit all OST blankets to the Governor's Director of Operations by the **May 15, 2018**, deadline. All OST blanket requests must be submitted and routed through your Agency and sent to: **Office of the Governor, Attn: Director of Operations**. You must include the name of a contact person with e-mail and phone number, should follow up or clarifications be necessary.

/s/ Todd Jerue

TODD JERUE  
Chief Operating Officer